

STATE CONTROLLER
UNIFORM SYSTEM OF ACCOUNTS FOR
HARBOR AND PORT DISTRICTS

PROVIDED BY

STATE CONTROLLER

DIVISION OF ACCOUNTING AND REPORTING

CHAPTER "A"
ENTERPRISE ACCOUNTING

STATE CONTROLLER
DIVISION OF ACCOUNTING AND REPORTING

ENTERPRISE ACCOUNTING

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ENTERPRISE ACCOUNTING

Introduction

This chapter provides the general accounting and reporting guidelines to be used by all special districts performing enterprise activities. The State Controller's Office requires the following activities to be accounted for and reported on an enterprise basis.

Airport
Electric Utility
Harbor and Port

Hospital
Transit
Waste Management

Water Utility

In addition to the accounting and reporting guidelines provided in this chapter, a separate chapter for each activity is provided which contains a chart of accounts and explanation of accounts. Moreover, items unique to any activity will be included in the chapter containing that activities chart of accounts.

Enterprise districts engaged in nonenterprise activities should refer to the 9000 System for guidance on nonenterprise accounting.

In addition, this chapter does not apply to redevelopment agencies. They are addressed separately in the 10000 Uniform Accounting System for Redevelopment Agencies.

Type of Fund

The type of proprietary fund which is required to be used for the above enterprise activities is referred to as an enterprise fund. Enterprise funds are established by governmental agencies to account for goods and services provided to the general public and are financed primarily through user charges.

The proprietary fund measurement focus is on determination of net income, financial position, and changes in financial position for activities that are similar to private business enterprises. In addition, the generally accepted accounting principles for proprietary type funds are those similar to private businesses and, therefore, the pronouncements of the Financial Accounting Standards Board are to be followed where applicable. However, in areas where the Governmental Accounting Standards Board (GASB) has also issued pronouncements, the governmental agency should be guided by the GASB pronouncements.

Accounting Basis

As discussed in the previous section, enterprise funds are established by governmental agencies to account for goods and services provided to the general public and are financed primarily through user charges. To allow a governmental agency to accurately determine the periodic net income or loss and to provide consistent and comparable information from period to period, the accrual basis of accounting should be used to report financial information on the financial statements. Revenues should be recognized in the accounting period in which they are earned and become measurable; expenses should be recognized in the period incurred, if measurable.

Revenues

Revenues should be recognized in the accounting period in which they are earned and become measurable. Revenues in proprietary funds represent increases in net total assets from other than expense refunds, capital contributions, and residual equity transfers.

Expenses

Expenses should be recognized in the period when the costs of goods or services have been consumed or incurred. Expenses are decreases in net total assets and represents the total cost of operations during a period regardless of the timing of related expenditures.

Encumbrances

Since there are no budgetary restrictions, encumbrances are not required.

Restricted Assets

Cash, investments, and interest receivable balances which may not be expended for normal operations because of contractual or legal restrictions should be reported in a separate Restricted Assets Section of the balance sheet. The physical segregation of these amounts are not necessary unless legally required.

The types of situations requiring restricted assets vary from customer deposits to bonds. For instance, customer deposits held by a public utility are used to insure payment of billings. Upon termination of service the deposit, less any outstanding charges, is returned to the customer. Therefore, the deposits belong to the customers and should be reported separately as a restricted asset.

Provisions of revenue bond indentures normally require bonds be accounted for in the following types of restricted asset accounts:

- Revenue Bond Construction Account
- Revenue Bond Operations and Maintenance Account
- Revenue Bond Current Debt Service Account
- Revenue Bond Future Debt Service Account
- Revenue Bond Renewal and Replacement Account

Proceeds from revenue bonds which are to be used for fixed asset construction must be accounted for in a Revenue Bond Construction Account. Disbursements from this account are made for all authorized construction purposes.

A revenue bond operations and maintenance account often is established pursuant to a bond indenture. Resources for this account are provided through bond proceeds and/or operating income or net income. This account generally accumulates assets equal to operating costs for one month.

Bond indentures also may require that bond proceeds and/or net operating revenues be accumulated in a Revenue Bond Debt Service Account. This account is normally required to insure payment of revenue bond principal and interest. The current liabilities for principal and interest are reported on the balance sheet as "liabilities payable from restricted assets".

Funds are accumulated in a Revenue Bond Future Debt Service Account to pay matured bond principal and interest if the Revenue Bond Debt Service Account proves deficient. The amount accumulated in this account is usually related to the annual debt service requirement. Funds in this account which are not used to cover deficiencies will be used for final retirement of the bond issue.

Funds are also accumulated in a Revenue Bond Renewal and Replacement Account for emergency operating expenditures or renewals or replacements of assets.

Many governments display reservation of retained earnings related to assets and liabilities restricted by bond indentures to demonstrate legal compliance. As a general rule, reservation of retained earnings related to restricted asset accounts should only be reserved for the amounts of restricted assets in excess of related liabilities, unless otherwise required by bond indenture. If the amounts accumulated in these accounts do not meet the necessary legal or contractual requirements, details of the shortages should be disclosed in the notes to the financial statements. A reservation of retained earnings is not required for the Revenue Bond Construction Account.

Fixed Assets

Fixed assets utilized in enterprise activities are accounted for in the enterprise fund accounts and they should be accounted for at cost or if the cost is not practically determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair value at the time received. The cost of a fixed asset includes not only its purchase price or construction cost, but also the costs necessary to place the asset in its intended location and condition for use. These costs include freight and transportation charges, site preparation expenditures, professional fees, and legal claims directly attributable to asset acquisition. In addition, interest incurred during construction of an asset should be capitalized as part of the asset cost (SFAS#34).

Depreciation is an important element of the income determination process and is required to be recorded in the enterprise fund accounts. The straight line method should be used.

Upon disposition, the gain or loss on sale should be reported as nonoperating revenue or nonoperating expense, respectively. A gain or loss is measured by the difference between book value (i.e. cost less accumulated depreciation) and the proceeds received from the sale, salvage, or insurance claims.

Leases

Lease accounting for proprietary funds should follow FASB Statement 13, as amended and interpreted, without modification. Transactions for capital leases are accounted for and reported entirely within the accounts of the enterprise fund.

Long-Term Liabilities

The long-term liabilities of an enterprise activity are reported in the accounts of the enterprise fund. Long-term liabilities include bonds, notes, capital leases, pensions, judgments, compensated absences, and similar commitments directly related to and expected to be paid from the enterprise fund. In regards to multi-activity districts, long-term liabilities backed by the full faith and credit of the governmental unit but expected to be paid from the enterprise fund should also be reported as an enterprise fund liability.

Bond Issuance Costs

Significant costs of a bond issue (e.g., fees, insurance, underwriting spreads) should be reported as a deferred charge and amortized over the life of the bonds. Authoritative guidance for amortizing the deferred charge is contained in APB Opinion No. 12 & 21.

Bond Premiums and Discounts

Bond premiums and discounts are subject to the same guidance (i.e., APB Opinion No. 12) as bond issuance costs. In addition, the amortization basis should be consistent with the basis applied to any related bond issuance costs, if both are considered material.

In-Substance Defeasance of Debt

To achieve an in-substance defeasance of debt, the governmental agency must deposit into an irrevocable trust cash or qualifying assets. This deposit must provide sufficient cash flows in order to virtually guarantee the payment of the defeased debt's principal and interest as scheduled.

An early extinguishment of debt, primarily due to refunding issues, often will result in a reporting of a gain or loss in the financial statements. APB Opinion No. 26 includes guidance on the calculation of the gain or loss and provides that the difference between the reacquisition price (i.e., amount paid to trustee) and the net carrying amount of the extinguished debt should be recognized as a gain or loss. If material, gain or losses from the defeasance of debt should be classified as an extraordinary item.

Budgets and Budgetary Accounts

It is recommended that flexible budgets be prepared by agencies providing enterprise activities. Flexible budgets show expected revenues and expenses for various levels of activity.

Fixed dollar budgets and budgetary accounts are generally not used for enterprise activities. This is because enterprise agencies must be able to react to user demands as revenues and expenses fluctuate with the amount of service provided.

Grants, Entitlements, and Shared Revenues

If the revenues are received for operating purposes, or which may be utilized for either operations or capital expenditures at the discretion of the recipient government, they shall be recognized as nonoperating revenues. Such resources restricted for the acquisition or construction of capital assets are required to be recorded as contributed capital in the fund equity section of the balance sheet. A depreciation/amortization account (optional) may be set up as an offset to the Contributed Capital - Capital Grant account in the fund equity section of the balance sheet. (See Illustration 1).

Illustration 1
Name of Governmental Unit
Proprietary Fund Balance Sheet
Equity Section

Fund Equity			
Contributed capital:			
Capital grants	\$XX		
Less depreciation/amortization			
(optional)	<u>XX</u>	\$XX	
Government's contributions		<u>XX</u>	\$XX
Retained earnings			<u>XX</u>
Total Fund Equity			<u>\$XX</u>

Depreciation on fixed assets acquired or constructed through such resources shall be reported as an operating expense on the Statement of Operations. (See Illustration 2).

Illustration 2
Name of Governmental Unit
A Proprietary Fund

Statement of Revenues, Expenses, and Changes in Retained Earnings

For the Fiscal Year Ended (Date)

Operating Revenues:	
(Detailed)	\$XX
Operating Expenses:	
(Detailed - Includes depreciation on <u>all</u> depreciable fixed assets)	<u>(XX)</u>
Operating Income (Loss)	XX
Nonoperating Revenues (Expenses):	
Detailed - nonoperating revenues include grants, entitlements, and shared revenues received for operations and/or such resources that may be used for either operations or capital outlay at the discretion of the recipient)	<u>XX</u>
Income (Loss) before Operating Transfers	XX
Operating Transfers:	
(Detailed)	<u>XX</u>
Net Income (Loss)	XX
Add depreciation on fixed assets acquired by grants, entitlements, and shared revenues externally restricted for capital acquisitions and construction that reduces contributed capital (Optional)	<u>XX</u>
Increase (Decrease) in Retained Earnings	XX
Retained Earnings - Beginning of Period	<u>XX</u>
Retained Earnings - End of Period	<u>\$XX</u>

Deferred Compensation Plans (IRC Section 457)

GASB Statement #2 provides that under proprietary fund accounting, Internal Revenue Code (IRC) Section 457 deferred compensation plan balances should be displayed as a liability in the balance sheet with a corresponding asset identified as designated for deferred compensation benefits. Such display is required whether the assets are held by the employer, a PERS, a nongovernmental third party, or another governmental entity under a multiple-jurisdiction plan.

The employer's liability to each participant, at any point in time, is measured by the participants share of the market value of the plan assets; therefore, plan assets should be valued at market. If the obligation to plan participants is determined by a measurement other than market value, the same method used to calculate the obligation by the administrator should be used to value the assets.

Compensated Absences

Accounting for compensated absences using proprietary funds should follow the 1990 GASB Codification, Section C60 and FASB Statement 43. Statement 43 requires employers to accrue a liability for future vacation, sick and other benefits that meet all of the following conditions:

- a. The employer's obligation relating to employees' rights to receive compensation for future absences is attributable to employees' services already rendered.
- b. The obligation relates to rights that vest or accumulate.
- c. Payment of the compensation is probable.
- d. The amount can be reasonably estimated.

Compensated absence liabilities are computed at year-end and adjusted to current salary costs. The liability is generally calculated by multiplying the number of days and/or hours of eligible compensation time, based on the FASB Statement 43 criteria, by the employees compensation rate at year end.

Prior Period Adjustments

A corrections of a material error in a prior period statement is classified as a prior period adjustment. Errors in financial statements result from mathematical mistakes, mistakes in the application of accounting principles, or oversight or misuse of facts tht exists at the time the financial statements were prepared. A change from an accounting principle that is not generally accepted to one that is generally accepted is a correction of an error for the purposes of this section. Prior period adjustments should be recorded as changes in fund equity rather than as part of net income of the current period in single period statements.

Accounting Changes

Accounting changes include changes in an accounting principle and changes in an accounting estimate. A change in an accounting principle results from changing from one acceptable accounting principle to another acceptable accounting principle. Except for changes in certain specified accounting principles that are made by retroactive restatement, the cumulative effect of a change in an accounting principle shall be included in net income of the period of the change. Financial statements of prior periods should not be restated.

A change in an accounting estimate is usually the result of new events, changing conditions, more experience or additional information, any of which requires the revision of previous estimates. A change in an accounting estimate should not be accounted for (1) in the period of change, if the change effects only that period or (2) in the period of change or future periods, if the change effects both.

Interfund Transactions

Transactions between funds can be classified within three broad categories. The first category includes "quasi-external" transactions that are reported as revenues or expenses for both the fund and the district as a whole. Quasi-external interfund transactions are transactions that would be treated as revenues or expenses if they involved organizations external to the district.

The second category includes transactions that should be reflected only once for the district as a whole. These transactions are referred to as reimbursements. They include transactions that constitute reimbursements of a fund for expenses initially made from it that are properly applicable to another fund. A reimbursement should result only from improper classification or clearing account payments made for expediency in a controlled environment.

The final category is referred to as interfund transfers and is divided into two major categories: residual equity transfers and operating transfers. Residual equity transfers are defined as nonrecurring or nonroutine transfers of equity between funds. Enterprise funds should present residual equity transfers in as additions to contributed capital. Similar transfers from an enterprise fund should be reported as reductions of the enterprise fund contributed capital or of retained earnings, as appropriate in the circumstances. Operating transfers are defined as all other interfund transfers - for example, operating subsidy transfers from the general or a special revenue fund to an enterprise fund and transfers from an enterprise fund other than payments in lieu of taxes to finance general fund expenditures. They are reported separately in the "operating transfers" section in the operating statement.

Office of Management and Budget (OMB) Circular A-128

The Federal OMB Circular A-128 is issued pursuant to the Single Audit Act of 1984, P. L. 98-502. It establishes audit requirements for state and local governments that receive federal aid and defines federal responsibilities for implementing and monitoring those requirements. For further guidance relating to this Act, please refer to the Single Audit Procedure Guide for Special Districts published by the State Controller's Office, Division of Audits, Single Audit Oversight - Special Districts.

Financial Statements

Following is an illustration of financial statements for an enterprise fund. These examples are for illustrative purposes only. The reporting entity must determine the financial statement format which most fairly presents its operations.

The statement of changes in financial position has been replaced by a statement of cash flows in accordance with GASB Statement No. 9. This new statement of cash flows classifies cash receipts and payments according to whether they stem from operating, noncapital financing, capital and related financing or investing activities.

GASB Statement No. 9 allows the use of either the direct or indirect method to report cash flows from operating activities. The direct method is preferred.

If the direct method is used, gross receipts and payments should be reported by major classes such as cash receipts from customers, cash payments to employees for services, cash payments to suppliers for goods and services, etc. Also, a reconciliation of cash flows from operating activities to operating net income must be presented, which would include reconciling items such as changes in receivables relating to operating activities, changes in inventory, changes in payables and addback of noncash expenses.

If the indirect method is used, the reconciliation described for the direct method would replace the information on gross cash flows related to operating activities on the face of the cash flows statement.

GASB Statement No. 9 also requires that noncash transactions that affect financial position (e.g., acquisition of an asset with debt) be disclosed separately in either a narrative or tabular format.

Enterprise District
Comparative Balance Sheet
June 30, 19X2 and 19X1

	19 x 2	19 x 1	19 x 2	19 x 1
Assets				
Current assets:				
Cash	\$XX	\$XX	\$XX	\$XX
Accounts receivable	XX	XX	XX	XX
Inventory of materials and supplies	XX	XX	XX	XX
Total current assets	XX	XX	XX	XX
Restricted assets:				
Cash with fiscal agent	XX	XX	XX	XX
Customer deposits	XX	XX	XX	XX
Revenue bond construction account	XX	XX	XX	XX
Revenue bond current debt service account	XX	XX	XX	XX
Revenue bond future debt service account	XX	XX	XX	XX
Total restricted assets	XX	XX	XX	XX
Property, plant and equipment:				
Land	XX	XX	XX	XX
Buildings	XX	XX	XX	XX
Equipment	XX	XX	XX	XX
Less: Allowance for accumulated depreciation	XX	XX	XX	XX
Net property, plant and equipment	XX	XX	XX	XX
Total Assets	\$XX	\$XX	\$XX	\$XX
Liabilities and Fund Equity				
Current liabilities:				
Accounts payable	XX	XX	XX	XX
Accrued payroll payable	XX	XX	XX	XX
Interest payable	XX	XX	XX	XX
Total current liabilities	XX	XX	XX	XX
Current liabilities payable from restricted assets:				
Revenue bonds payable	XX	XX	XX	XX
Accrued interest payable	XX	XX	XX	XX
Deposits	XX	XX	XX	XX
Total current liabilities payable from restricted assets	XX	XX	XX	XX
Long-term liabilities:				
Bond payables	XX	XX	XX	XX
Total long-term liabilities	XX	XX	XX	XX
Fund equity:				
Contributed capital:				
Contributions from government	XX	XX	XX	XX
Total contributed capital	XX	XX	XX	XX
Retained earnings:				
Reserved for revenue bond indentures	XX	XX	XX	XX
Unreserved	XX	XX	XX	XX
Total retained earnings	XX	XX	XX	XX
Total fund equity	XX	XX	XX	XX
Total liabilities and fund equity	\$XX	\$XX	\$XX	\$XX

Enterprise District
Comparative Statement of Revenues, Expenses and Changes
In Retained Earnings
For the Fiscal Years Ended June 30, 19 x 2 and 19 x 1

	19 x 2	19 x 1
Operating revenues:		
Charges for services	\$XX	\$XX
Sales	<u>XX</u>	<u>XX</u>
Total operating revenues	<u>XX</u>	<u>XX</u>
Operating expenses:		
Costs of services	XX	XX
Costs of sales	XX	XX
Administration and general	XX	XX
Depreciation	<u>XX</u>	<u>XX</u>
Total operating expenses	<u>XX</u>	<u>XX</u>
Non-operating revenues (expenses)		
Interest	XX	XX
Taxes	XX	XX
Interest expense	<u>(XX)</u>	<u>(XX)</u>
Total non-operating revenues (expenses)	<u>XX</u>	<u>XX</u>
Net income	XX	XX
Retained earnings at beginning of year	<u>XX</u>	<u>XX</u>
Retained earnings at end of year	<u>\$XX</u>	<u>\$XX</u>

Enterprise District
Comparative Statement of Cash Flows
For the Year Ended June 30, 19X2 and 19X1
Increase (Decrease) in Cash

	19 x 2	19 x 1
Cash flows from operating activities:		
Cash received from customers	\$XX	\$XX
Cash payments to suppliers for goods and services	(XX)	(XX)
Cash payments to employees for services	(XX)	(XX)
Net cash provided by operating activities	\$XX	\$XX
Cash flows from noncapital financing activities:		
Operating grants received	XX	XX
Operating transfers-out to other funds	(XX)	(XX)
Net cash provided by noncapital financing activities	XX	XX
Cash flows from capital and related financing activities:		
Proceeds from sale of revenue bonds	\$XX	\$XX
Acquisition and construction of capital assets	(XX)	(XX)
Principal paid on revenue bond maturities	(XX)	(XX)
Interest paid on revenue bonds	(XX)	(XX)
Net cash used for capital and related financing activities	(XX)	(XX)
Cash flows from investing activities:		
Purchase of investment securities	\$(XX)	\$(XX)
Interest and dividends on investments	<u>XX</u>	<u>XX</u>
Net cash used in investing activities	(XX)	(XX)
Net decrease in cash	(XX)	(XX)
Cash at beginning of year	<u>XX</u>	<u>XX</u>
Cash at end of year	<u>\$XX</u>	<u>\$XX</u>
Reconciliation of operating income to net cash provided by operating activities:		
Operating income (loss)	<u>\$XX</u>	<u>\$XX</u>
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	\$XX	\$XX
Change in assets and liabilities:		
Increase in accounts receivable	(XX)	(XX)
Decrease in inventory	XX	XX
Increase in accounts payable	<u>XX</u>	<u>XX</u>
Total adjustments	<u>XX</u>	<u>XX</u>
Net cash provided by operating activities	<u>\$XX</u>	<u>\$XX</u>

Notes to the Financial Statements

The National Council on Governmental Accounting's Interpretation #6 (included in the 1990 GASB Codification) states "the notes to the financial statements are intended to communicate information that is necessary for a fair presentation at the General Purpose Financial Statements (GPFS) level that is not readily apparent from, or cannot be included in, the GPFS themselves. The notes to the financial statements are an integral part of the GPFS and are intended to be read with the GPFS.

The notes to the financial statements essential to fair presentation at the GPFS level include, as appropriate:

A. Summary of significant accounting policies

1. Criteria used in determining the scope of the reporting entity and the component units combined to form the reporting entity (see NCGA Statement 3 as included in the 1990 GASB Codification.)
2. Basis of presentation - fund accounting
 - a. Fund categories
3. Basis of accounting
 - a. Enterprise approach - accrual basis
4. Budgetary data
 - a. General budget policies
 - b. Budget basis of accounting
5. Assets, liabilities and fund equity

Disclosure of valuation bases, policy for reporting infrastructure assets and significant or unusual accounting treatment for material account balances or transactions. These should be described in order of appearance on the balance sheet.

6. Revenues and expenses
 - a. Significant accounting policies for material revenue and expenses

Notes to Financial Statements (Continued)

- b. Property tax revenue recognition
 - c. Vacation, sick leave and other compensated absences (see NCGA Statement 4 as included in the 1990 GASB Codification.)
7. Definition of cash and cash equivalents used in the Statement of Cash Flows for proprietary fund types and nonexpendable trust funds.
- B. Cash deposits with financial institutions
 - C. Investments
 - D. Significant contingent liabilities
 - E. Significant effects of subsequent events
 - F. Pension plan obligations
 - G. Material violations of finance-related legal and contractual provisions
 - H. Debt service requirements to maturity
 - I. Commitments under noncapitalized leases
 - J. Construction and other significant commitments
 - K. Deficit retained earnings
 - L. Interfund receivables and payables

The above notes to the financial statements disclosures are not all-inclusive, and additional disclosures should be made if applicable. For example, such additional disclosures may include the following:

- A. Entity risk management activities
- B. Property taxes
- C. Segment information for enterprise funds

Notes to Financial Statements (Continued)

- D. Short-term debt instruments and liquidity
- E. Related party transactions
- F. Capital leases
- G. Joint ventures
- H. Special termination benefits
- I. Total amount calculated for the year for special termination benefits, claims and judgments, compensated absences, operating leases and employer pension expenditures for which the current portion is reported in the operating statement and the noncurrent portion is reported in the general long-term debt account group (if not reported on the face of the financial statements).
- J. Extinguishments of debt
- K. Grants, entitlements, and shared revenues
- L. Nature of total column use in combined financial statements
- M. Methods of estimation of fixed asset costs

The suggested areas to be considered for notes to the financial statements disclosures, as listed above, are neither all-inclusive nor intended to replace professional judgment in determining disclosure necessary for fair presentation in the circumstances."

CHAPTER "B"

UNIFORM SYSTEM OF ACCOUNTS
FOR HARBOR AND PORT DISTRICTS

STATE CONTROLLER

DIVISION OF LOCAL GOVERNMENT FISCAL AFFAIRS

UNIFORM SYSTEM OF ACCOUNTS FOR
HARBOR AND PORT DISTRICTS

3100 General

3101	Application	3105	Account Numbers
3102	Legal Reference	3106	Subaccounts
3103	Purpose	3107	Multi-Activity Districts
3104	Funds		

3200 Accounts

3201	Chart of Accounts	3202	Description of Accounts
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UNIFORM SYSTEM OF ACCOUNTS FOR
HARBOR AND PORT DISTRICTS

3100 General

3101 Application

The system of accounting herein described shall be used by all California special districts engaged in the operation of a harbor and/or port. Chapter A on enterprise accounting which provides general accounting and reporting guidelines to be used by districts performing enterprise activities is an integral part of this accounting system. (See Section 3107 for application to multi-activity districts.)

3102 Legal Reference

An outline of the requirements detailed in this system is located in Sections 1061.1 through 1063.6 of the California Administrative Code.

3103 Purpose

The purpose of this system of accounts and procedures is to furnish a common accounting and reporting framework which is flexible enough to prepare financial statements in accordance with generally accepted accounting principles and prepare the Annual Report of Financial Transactions of Special Districts as required by the State Controller's Office.

3104 Funds

The chart of accounts prescribed in Section 3201 are required and shall be accounted for in an enterprise fund.

3105 Account Numbers

Although the numbering system used is intended primarily for reference, it could be used as an account coding system, with appropriate modifications. Such a coding system permits the identification of individual accounts without resorting to full titles. It also simplifies the referencing of entries on ledgers and other records. For these reasons, each district should devise an account coding system consistent with its own budgeting, accounting and reporting needs.

GENERAL3106 Subaccounts

Districts which need or desire a greater degree of detail than is provided in the chart of accounts in Section 3201 may use subaccounts. Each subaccount must correspond to a prescribed account in Section 3201 either by title or code number.

3107 Multi-Activity Districts

Harbor and port districts which also engage in other activities (electric, fire protection, etc.) must follow this accounting system for their harbor and port activities and the accounting systems that correspond (see systems 2000 and 4000-9000) to their other activities.

HARBOR AND PORT DISTRICTS

3200 Accounts

3201 Chart of Accounts. The following chart of accounts contain the required accounts used by harbor and port districts. The list of account titles is not exhaustive. Where deemed appropriate, districts should supplement these classifications with additional ones in light of local circumstances. Again, as stated in Section 3105, each district may devise its own coding system.

BALANCE SHEET ACCOUNTS

ASSETS & OTHER DEBITS

Current Assets

100.00	Cash
101.00	Imprest Cash
102.00	Cash with Fiscal Agents
103.00	Investments-Current
104.00	Notes Receivable
105.00	Accounts Receivable
106.00	Allowance for Uncollectible Accounts
107.00	Taxes Receivable
108.00	Allowance for Uncollectible Taxes
109.00	Interest Receivable
110.00	Deposits
111.00	Due From Other Funds
112.00	Due From Other Governments
113.00	Inventory of Materials & Supplies
114.00	Prepayments
115.00	Other Current Assets

HARBOR AND PORT DISTRICTS

\$3201

BALANCE SHEET ACCOUNTS

ASSETS & OTHER DEBITS

Investments, Restricted Assets, & Other Long-Term Assets

121.00	Investments
122.00	Restricted Assets
123.00	Other Long-Term Assets

Deferred Charges

131.00	Deferred Charges
--------	------------------

Property, Plant and Equipment

141.00	Land
142.00	Structures and Improvements
143.00	Equipment
144.00	Construction in Progress
145.00	Accumulated Depreciation and Amortization

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HARBOR AND PORT DISTRICTS

BALANCE SHEET ACCOUNTS

LIABILITIES & OTHER CREDITS

Current Liabilities

201.00	Accounts Payable
202.00	Current Portion of Long-Term Debt
.10	- General Obligation Bonds Payable
.20	- Revenue Bonds Payable
.30	- Other Long-Term Liabilities Payable
203.00	Due To Other Funds
204.00	Due To Other Governments
205.00	Interest Payable
.10	- Matured Interest Payable
.20	- Accrued Interest Payable
206.00	Deposits
207.00	Accrued Payroll Payable
208.00	Accrued Taxes Payable
209.00	Other Current Liabilities

Deferred Credits

221.00	Deferred Revenue
222.00	Other Deferred Credits

Long-Term Liabilities

231.00	Long-Term Debt
.10	- General Obligation Bonds Payable
.50	- Revenue Bonds Payable
.60	- Unamortized Premiums on Bonds
.70	- Unmortized Discounts on Bonds (Debit)
232.00	Due To Other Governmental Agencies
.10	- State
.20	- Federal
.30	- Local
233.00	Other Long-Term Liabilities

HARBOR AND PORT DISTRICTS

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BALANCE SHEET ACCOUNTS

EQUITY

Contributed Capital

241.00	Contributions In Aid Of Construction
242.00	Accumulated Depreciation/Amortization-Contributed Capital

Retained Earnings

251.00	Retained Earnings-Reserved
252.00	Retained Earnings-Unreserved

HARBOR AND PORT DISTRICTS

NOMINAL ACCOUNTS

REVENUESOperating RevenuesMarine

301.00	Dockage
302.00	Wharfage
303.00	Storage, Demurrage & Space Rental
304.00	Loading & Unloading
305.00	Service Charges - Bulkloader
306.00	Service Charges - Cargo
307.00	Stevedoring
308.00	Sales & Other Services

Harbor

311.00	Slip Rentals
312.00	Launching Charges
313.00	Fuel Sales
314.00	Rents & Concessions
315.00	Other Sales & Services

Nonoperating Revenues

321.00	Interest Revenues
322.00	Taxes and Assessments
.05	- Property Taxes-Current Secured
.10	- Property Taxes-Current Unsecured
.15	- Property Taxes-Prior Secured
.20	- Property Taxes-Prior Unsecured
.25	- Property Taxes-Current Year Voter Approved Indebtedness
.30	- Property Taxes-Prior Year Voter Approved Indebtedness
.35	- Property Assessments-Current
.40	- Property Assessments-Prior
.45	- Penalties and Costs on Delinquent Taxes and Assessments
.50	- Supplemental Property Taxes-Current
.55	- Supplemental Property Taxes-Current Year Voter Approved Indebtedness
.60	- Supplemental Property Taxes-Prior Year Taxes and Penalties
.65	- Special District Augmentation Fund
323.00	Intergovernmental Revenues
.10	- Federal
.20	- State-Homeowners' Property Tax Relief
.30	- State-Other
.40	- Local-Other
324.00	Gain on Disposal of Fixed Assets
325.00	Other Nonoperating Revenues

HARBOR AND PORT DISTRICTS

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NOMINAL ACCOUNTS

EXPENSESOperating ExpensesCenters

401.00 Operating & Security
402.00 Maintenance
403.00 Administration and General

Objects (Use as needed in each expense center above)

.02 Salaries and Wages
.04 Employee Benefits
.06 Directors' Fees
.08 Cost of Sales
.10 Advertising & Promotion
.12 Clothing and Personal Supplies
.14 Communications
.16 Election Expense
.18 Gasoline, Oil and Fuel
.20 Insurance
.22 Memberships
.24 Office Expense
.26 Operating Supplies
.28 Contractual Services
.30 Professional Services
.32 Publication and Legal Notices
.34 Rents and Leases
.36 Repairs and Maintenance
.38 Small Tools and Equipment
.40 Travel and Meetings
.42 Bad Debt Expense
.44 Utilities
.46 Other

Other Operating Expenses

411.00 Depreciation and Amortization
412.00 Taxes
413.00 Other Operating Expenses

Nonoperating Expenses

420.00 Interest on Long-Term Debt
421.00 Other Interest
422.00 Judgments and Damages
423.00 Loss on Disposal of Fixed Assets
424.00 Other Nonoperating Expenses

HARBOR AND PORT DISTRICTS

3202 Description of Accounts. Following are the account titles and a description of the accounts required to be used by harbor and port districts. The account descriptions are not intended to be all-inclusive, but only provide a general explanation of what would be included in these accounts.

ASSETS & OTHER DEBITS

<u>Account</u>	<u>Description</u>
<u>Current Assets:</u>	
100.00 Cash	Currency, coin, checks, money orders and bankers' drafts on hand or on deposit with the county treasurer or agent designated as custodian of cash and bank deposits.
101.00 Imprest Cash	A sum of money set aside for making change or paying small obligations for which the issuance of a voucher or warrant would be too expensive and time consuming.
102.00 Cash with Fiscal Agent	Deposits with fiscal agents, such as commercial banks, for the payment of principal and interest on long-term debt.
103.00 Investments-Current	This account includes securities that are expected to be held for less than one year and that generate revenue in the form of interest or dividends.
104.00 Notes Receivable	This account includes the cost of all collectible obligations in the form of notes receivable, contracts receivable and other similar evidences of money receivable on demand or within a time not exceeding one year from the date of issue.
105.00 Accounts Receivable	This account includes the uncollected portion of earned revenues and other amounts due for which a receivable account has not otherwise been provided.
106.00 Allowance for Uncollectible Accounts	This account includes that portion of accounts receivable estimated not to be collectible. The balance in this account is reported as a deduction from accounts receivable to indicate net accounts receivable.

HARBOR AND PORT DISTRICTS

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ASSETS & OTHER DEBITS

<u>Account</u>	<u>Description</u>
<u>Current Assets (Continued):</u>	
107.00 Taxes Receivable	This account includes the uncollected portion of taxes which is levied against property by the district, including penalties and interest on delinquent taxes.
108.00 Allowance for Uncollectible Taxes	This account includes periodic credits for amounts reserved for losses on taxes receivable which may be uncollectible.
109.00 Interest Receivable	This account includes the amount of interest receivable on special deposits, loans, notes, advances, securities and all other interest bearing assets.
110.00 Deposits	This account includes amounts placed with others as a condition precedent to a contractual offer, a legal processing or performance by a second party.
111.00 Due From Other Funds	This account includes amounts owed from other funds of the district which are due within one year.
112.00 Due From Other Governments	This account includes the amounts receivable from other governments which are due within one year.
113.00 Inventory of Materials & Supplies	This account includes the cost of all unapplied materials and supplies including small tools, repair parts, fuel, etc. The cost shall include all specifically assignable transportation charges incurred in obtaining the delivery of such materials and supplies upon the premises of the carrier. The cost shall also include all sales and excise taxes and customs duties.

HARBOR AND PORT DISTRICTS

ASSETS & OTHER DEBITS

<u>Account</u>	<u>Description</u>
<u>Current Assets (Continued):</u>	
114.00 Prepayments	This account includes the cost of prepaid insurance, rents, taxes, interest and miscellaneous items.
115.00 Other Current Assets	This account includes the amount of all assets of a current nature not includible in any of the foregoing current asset accounts 100.00 through 114.00.
<u>Investments, Restricted Assets & Other Long-Term Assets:</u>	
121.00 Investments	This account includes investments in securities and real estate that are held for more than one year and that generate revenue in the form of interest, dividends, rentals, or lease payments. This account does not include, however, real estate used in harbor and port operations.
122.00 Restricted Assets	This account includes cash, near cash items and other assets whose use is restricted to satisfying a specific type of long-term obligation. This restricted asset account may include such funds as "Sinking Funds" for the procurement of serial bonds, "Capital Assets Funds" for the acquisition of depreciable property, "Pension Funds" to procurement for employees' pensions, relief, savings, and hospital benefits accruing to employees for performance of their labor services, "Customer Deposits" to provides for deposits made by customers to insure payment of billings, and other such funds. (See Chapter A for discussion on restricted assets).
123.00 Other Long-Term Assets	This account includes assets not properly includible in accounts 121.00 through 122.00.

ASSETS & OTHER DEBITS

<u>Account</u>	<u>Description</u>
<u>Deferred Charges:</u>	
131.00 Deferred Charges	This account includes expenses that are not chargeable to the fiscal period in which they were made but that are carried as an asset on the balance sheet, pending amortization or other disposition (e.g. bond issuance costs). Such expenses usually extend over a long period of time (more than five years) and are not regularly recurring costs of operations.
<u>Property Plant and Equipment:</u>	
141.00 Land	This account includes the cost of land owned by the district and including rights, interests, and privileges in land owned by others such as leaseholds, easements, and rights of way. This also includes the principal amount of special assessments levied against the district for public improvements.
142.00 Structures and Improvements	This account includes the cost or, if acquired by gift, the appraised value of all permanent buildings, structures and improvements. Includes the cost of fixtures attached to and forming a permanent part of structures and improvements.
143.00 Equipment	This account includes the cost or, if acquired by gift, the appraised value at the date received of tangible property of a permanent nature, other than land, improvements, buildings and structures.

HARBOR AND PORT DISTRICTS

ASSETS & OTHER DEBITS

<u>Account</u>	<u>Description</u>
<u>Property Plant and Equipment (Continued):</u>	
144.00 Construction in Progress	This account includes the cost of construction undertaken but not yet completed.
145.00 Accumulated Depreciation and Amortization	The accumulation of periodic credits made to record the expiration of the estimated service life of buildings, improvements and equipment.

LIABILITIES & OTHER CREDITS

<u>Account</u>	<u>Description</u>
<u>Current Liabilities:</u>	
201.00 Accounts Payable	Amounts owed on open account to private persons or organizations for goods and services furnished to the district (but not including amounts owed to other funds or other governments).
202.10 Current Portion of Long-Term Debt - General Obligation Bonds Payable	This account includes the amount of unpaid general obligation bonds which have reached or passed their maturity date and/or the face value of bonds due within one year.
202.20 Current Portion of Long-Term Debt - Revenue Bonds Payable	This account includes the amount of unpaid revenue bonds which have reached or passed their maturity date and/or the face value of bonds due within one year.
202.30 Current Portion of Long-Term Debt - Other Long-Term Liabilities Payable	This account includes the current portion of all long-term liabilities other than bonds which are due within one year.
203.00 Due To Other Funds	This account includes amounts owed to other funds of the district which are due within one year.
204.00 Due To Other Governments	This account includes amounts owed by the district to another government.
205.10 Matured Interest Payable	This account includes the amount of matured interest on long-term debt or other obligations of the district at the date of the balance sheet unless such interest is added to the principal of the debt on which incurred.
205.20 Accrued Interest Payable	This account includes the amount of interest accrued but not due until a later date on long-term debt or other obligations of the district. This account does not include any interest which is added to the principal of the debt on which incurred.

HARBOR AND PORT DISTRICTS

LIABILITIES & OTHER CREDITS

<u>Account</u>	<u>Description</u>
<u>Current Liabilities (Continued):</u>	
206.00 Deposits	This account includes amounts received from others as a condition precedent to a contractual offer, a legal proceeding or performance by the district.
207.00 Accrued Payroll Payable	This account includes amounts owed because of accrued salaries and benefits.
208.00 Accrued Taxes Payable	This account includes obligations to pay taxes (income, property, payroll, etc.) which have accrued during the accounting period.
209.00 Other Current Liabilities	This account includes miscellaneous obligations of the district due within one year and not properly includible in accounts 201.00 through 208.00. Includes current portion of notes payable.
<u>Deferred Credits:</u>	
221.00 Deferred Revenue	This account includes amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met.
222.00 Other Deferred Credits	This account includes deferred credits not properly includible elsewhere.
<u>Long-Term Liabilities:</u>	
231.10 General Obligation Bonds Payable	The face value of issued and unmatured general obligation bonds; also the face value of such bonds issued by others, the payment of which has been assumed as a general obligation of the district.
231.50 Revenue Bonds Payable	The face value of issued and unmatured revenue bonds; also the face value of such bonds issued by others, the payment of which has been assumed and secured by specific revenues of the district.

LIABILITIES & OTHER CREDITS

<u>Account</u>	<u>Description</u>
<u>Long-Term Liabilities (Continued):</u>	
231.60 Unamortized Premiums on Bonds	The unamortized portion of the excess of bond proceeds over their face value (excluding accrued interest and issuance costs).
231.70 Unamortized Discounts on Bonds (Debit)	The unamortized portion of the excess of the face value of bonds over the amount received from their sale (excluding accrued interest and issuance costs).
232.10 Due To Other Governmental Agencies - State	This account includes long-term debt other than bonds due to the State government.
232.20 Due To Other Governmental Agencies - Federal	This account includes long-term debt other than bonds due to the Federal government.
232.30 Due To Other Governmental Agencies - Local	This account includes long-term debt other than bonds due to local governments.
233.00 Other Long-Term Liabilities	This account includes all miscellaneous long-term liabilities which are not properly includible in accounts 231.10 through 232.30, such as real estate mortgages executed or assumed, notes and unsecured certificates of indebtedness, bank loans, certificates of participation, and other obligations maturing more than one year from date of issue and assumption.

EQUITY

<u>Account</u>	<u>Description</u>
<u>Contributed Capital:</u>	
241.00 Contributions In Aid of Construction	This account includes amounts received, in the form of grants, donations, or other paid-in capital, from federal, state, or local governmental sources and including nongovernmental sources, such as customers and developers (e.g., impact fees), for construction or acquisition of capital assets. This account should be sufficiently detailed between federal, state, local and other sources.
242.00 Accumulated Depreciation/ Amortization-Contributed Capital (optional)	This account includes the accumulated depreciation/amortization for all depreciable properties included in account 241.00 - Contributions In Aid Of Construction. (Note: This account is optional for those districts electing to amortize the balances which represent contributions of depreciable property in the contributed capital account. Districts which do not follow this option shall close depreciation expenses into account 252.00 - Retained Earnings. See Chapter A, "Grants, Entitlements, and Shared Revenues" for further discussion.)
<u>Retained Earnings:</u>	
251.00 Retained Earnings - Reserved	This account includes the amount of accumulated earnings that has been restricted for specific purposes such as amounts reserved for self-insurance, employee benefits (retirement, accident, hospital, etc.), restricted assets, or other reserves. A separate subaccount should be established for each type of reserve.
252.00 Retained Earnings - Unreserved	This account includes the accumulated earnings which are not reserved for any specific purpose.

Revenue Accounts. Harbor and port districts ordinarily operate either a marine terminal or a small craft harbor. Since the revenue structures of the two differ, a separate set of revenue accounts is provided for each. Districts should use accounts 301.00-308.00 for marine operating revenues and accounts 311.00-315.00 for small craft harbor operating revenues. In the event a district operates both, both sets of revenue accounts are used. Following is a description of these accounts.

REVENUES

<u>Account</u>	<u>Description</u>
<u>Operating Revenues:</u>	
<u>Marine</u>	
301.00 Dockage	This account includes revenues from charges for docking privileges.
302.00 Wharfage	This account includes revenues from wharfage charges.
303.00 Storage, Demurrage & Space Rental	This account includes charges for storage and demurrage, handling in connection with storage and rental of facilities.
304.00 Loading & Unloading	This account includes loading and unloading charges for cars, trucks, cargo vans and barges.
305.00 Service Charges - Bulkloader	This account includes bulkloaders service charges and trimming and thru-put charges.
306.00 Service Charges - Cargo	This account includes charges for inbound and outbound cargo services and charges for hatch clerk service.
307.00 Stevedoring	This account includes charges for loading and unloading ships.

REVENUES

<u>Account</u>	<u>Description</u>												
<u>Operating Revenues (Continued):</u>													
<u>Marine</u>													
308.00 Sales and Other Services	<p>This account includes sales of electricity, water and gasoline and other services not provided for elsewhere. This includes:</p> <p>Usage charges for:</p> <table> <tr> <td>Belt railroad</td><td>Drawbridge</td></tr> </table> <p>Service charges for:</p> <table> <tr> <td>Cotton compressing</td><td>Labelling, tagging</td></tr> <tr> <td>Sorting, segregating</td><td>Fumigating</td></tr> <tr> <td>Transferring</td><td>Palletizing</td></tr> <tr> <td>Strapping</td><td>Prepalletizing</td></tr> <tr> <td>Coopering</td><td></td></tr> </table> <p>Lift truck and other equipment rental. Labor and materials furnished on a "cost-plus" basis.</p>	Belt railroad	Drawbridge	Cotton compressing	Labelling, tagging	Sorting, segregating	Fumigating	Transferring	Palletizing	Strapping	Prepalletizing	Coopering	
Belt railroad	Drawbridge												
Cotton compressing	Labelling, tagging												
Sorting, segregating	Fumigating												
Transferring	Palletizing												
Strapping	Prepalletizing												
Coopering													
<u>Harbor</u>													
311.00 Slip Rentals	This account includes revenues from slip rentals.												
312.00 Launching Charges	This account includes revenues from launching charges.												
313.00 Fuel Sales	This account includes revenues from the sale of gasoline, diesel and oil.												
314.00 Rents and Concessions	<p>This account includes charges for the use of district property. This includes:</p> <p>Building and grounds rental Parking meter revenue Vending machines commissions Public telephone commissions Contracted restuarant, fountain</p>												
315.00 Other Sales and Services	This account includes other sales and services not provided for elsewhere. This includes the sale of supplies, ice and bait.												

REVENUES

<u>Account</u>	<u>Description</u>
<u>Nonoperating Revenues:</u>	
321.00 Interest Revenues	This account includes interest revenues on special deposits, loans, notes, advances, securities and all other interest bearing assets; also included, unless otherwise provided by law, are earnings on bonds or other borrowed monies prior to construction.
322.05 Property Taxes - Current Secured	All taxes apportioned as a result of levies made against the secured roll of the county for the current fiscal year.
322.10 Property Taxes - Current Unsecured	All taxes apportioned as a result of levies made against the unsecured roll of the county for the current fiscal year.
322.15 Property Taxes - Prior Secured	All taxes apportioned as a result of levies made against the secured rolls of the county in prior fiscal periods. Also includes revenues from tax deeded land sales.
322.20 Property Taxes - Prior Unsecured	All taxes apportioned as a result of levies made against the unsecured rolls of the county in prior fiscal periods.
322.25 Property Taxes - Current Year Voter Approved Indebtedness	Ad valorem property tax revenues which were levied in the current fiscal year to pay for interest and redemption charges on indebtedness approved by a majority of the voters prior to July 1, 1978, or approved by the voters after that date by a two-thirds vote, and which are in excess of the 1% tax rate limitation prescribed by subdivision (a) of Section 1 of Article XIII A of the State Constitution. Voter approved debt includes general obligation bonds, contractual agreements between special districts and state or federal agencies, and pension obligations.

REVENUES

<u>Account</u>	<u>Description</u>
<u>Nonoperating Revenues (Continued):</u>	
322.30 Property Taxes - Prior Year Voter Approved Indebtedness	Ad valorem property tax revenues which were levied in prior fiscal periods to pay for interest and redemption charges on indebtedness approved by a majority of the voters prior to July 1, 1978, or approved by the voters after that date by a two-thirds vote, and which are in excess of the 1% tax rate limitation prescribed by subdivision (a) of Section 1 of Article XIII A of the State Constitution. Voter approved debt includes general obligation bonds, contractual agreements between special districts and state or federal agencies, and pension obligations.
322.35 Property Assessments - Current	Nonad valorem levies made against properties in the district on a per unit, parcel, acre, etc. basis in the current fiscal year.
322.40 Property Assessments - Prior	Nonad valorem levies made against properties in the district on a per unit, parcel, acre, etc. basis in the prior fiscal year.
322.45 Penalties & Costs on Delinquent Taxes and Assessments	Include all amounts apportioned as a result of penalties and costs charged against property owners for tax delinquency, exclusive of such amounts required to be apportioned as taxes.
322.50 Supplemental Property Taxes-Current	Property tax revenues (secured and unsecured) received pursuant to Chapter 3 of the Revenue and Taxation Code (Change in Ownership and New Construction After the Lien Date).
322.55 Supplemental Property Taxes-Current Year Voter Approved Indebtedness	Property tax revenues received pursuant to Chapter 3.5 of the Revenue and Taxation Code (Change in Ownership and New Construction after the Lien Date) to pay for interest and redemption charges on indebtedness approved by a majority of the voters prior to July 1, 1978, or approved by the voters after that date by a two-thirds vote.

REVENUES

<u>Account</u>	<u>Description</u>
<u>Nonoperating Revenues (Continued):</u>	
322.60 Supplemental Property Taxes - Prior Year Taxes and Penalties	Prior year supplemental roll property taxes, interest, and penalties.
322.65 Special District Augmentation Fund	This account includes revenues allocated to the utility from the County Special District Augmentation Fund as determined pursuant to Revenue and Taxation Code 98.6(b).
323.10 Intergovernmental Revenues - Federal	This account includes amounts received from the federal government for general operating purposes or in support of a specified function.
323.20 Intergovernmental Revenues - State- Homeowners' Property Tax Relief	This account includes amount received from the State to compensate the district for revenue lost because of the Homeowners' Property Tax Exemption.
323.30 Intergovernmental Revenues - State - Other	This account includes amounts received from the State for general operating purposes or in support of a specified function.
323.40 Intergovernmental Revenues - Local - Other	This account includes amounts received from local government sources for general operating purposes or in support of a specified function.
324.00 Gain On Disposal of Fixed Assets	This account includes a gain on the sale, retirement, or casualty of fixed assets measured by the difference in book value less the proceeds received from the sale, salvage, or insurance claims.
325.00 Other Nonoperating Revenues	This account includes all nonoperating revenues which are not properly includible in accounts 321.00 through 324.00.

HARBOR AND PORT DISTRICTS

Expense Centers. Expenses are grouped by expense centers. The centers by themselves are not accounts, but are rather functional identifiers where accounts are categorized. Expense centers are applicable to either a marine terminal or small craft harbor, or both, and used for all applications of this system. Centers and related expenses are listed below.

<u>Centers</u>	<u>Description</u>												
<u>Operating Expenses</u>													
401.00 Operating & Security	<p>This expense center includes all costs of salaries and supervision and other expenses incurred in the operation and security of the district. Such expenses include:</p> <p>Terminal labor & expenses:</p> <table> <tr> <td>Warehousing</td><td>Weighing</td></tr> <tr> <td>Checking</td><td>Compressing</td></tr> <tr> <td>Storage</td><td>Switching & cartage</td></tr> <tr> <td>Stevedoring</td><td>Police & patrol</td></tr> <tr> <td>Coopering</td><td>Clerical</td></tr> <tr> <td>Fumigation</td><td></td></tr> </table> <p>Supervision & salaries expenses. Handling equipment rents & expenses. Pier & float rentals. Seawall & bulkhead expense. Launching ramp expense. Cost of harbor supplies used or sold. Fuel for equipment boats. Fire protection systems.</p>	Warehousing	Weighing	Checking	Compressing	Storage	Switching & cartage	Stevedoring	Police & patrol	Coopering	Clerical	Fumigation	
Warehousing	Weighing												
Checking	Compressing												
Storage	Switching & cartage												
Stevedoring	Police & patrol												
Coopering	Clerical												
Fumigation													
402.00 Maintenance	<p>This expense center includes all costs of salaries and supervision and other expenses associated with district maintenance and repair. Such expenses include:</p> <p>Maintenance & repair of:</p> <p>Structures & substructures. Cranes, lift trucks & other handling equipment. Buildings & grounds. Automotive vehicles. Railroad tracks, roads, parking areas. Floats. Water & utility systems. Maintenance supervision & expense. Janitorial labor & expense. Dredging of slips & channels.</p>												

EXPENSESCentersDescriptionOperating Expenses (Continued):

403.00 Administration & General

This expense center includes the costs associated with the general administration of the district's operations. Such expenses include:

Salaries & expenses of officers whose jurisdiction extends over entire system.

Salaries of general office clerical employees.

Office supplies & expense.

Legal & auditing fees.

Insurance, traffic, solicitation, communications expenses.

Dues & subscriptions.

Travel.

Rental & lease of general structures & equipment.

Objects (Used as needed within expense centers 401.00-403.00)

.02 Salaries and Wages

This account includes salaries, wages and other considerations for services of officers and other employees of the district properly chargeable to district operations.

.04 Employee Benefits

This account includes the employer's share of:

Employee retirement systems

O.A.S.D.I.

Health, dental, life and accident insurance

Unemployment insurance

State disability insurance

Workers' Compensation premiums

.06 Directors Fees

This account includes fees paid to directors for meeting attendance.

.08 Cost of Sales

This account includes the cost of:

Gasoline and other fuels

Lubricants

Other items purchased primarily for resale which have been sold.

EXPENSES

<u>Account</u>	<u>Description</u>												
<u>Operating Expenses (Continued):</u>													
<u>Objects (Continued):</u>													
.10 Advertising & Promotion	This account includes the cost of promotional activities and advertising surplus items for public sale.												
.12 Clothing and Personal Supplies	This account includes the cost of items for personal use, including safety appliances. This includes: <table> <tr> <td>Badges & Chevrons</td><td>Raincoats</td></tr> <tr> <td>Belts</td><td>Rubber boots</td></tr> <tr> <td>Gloves</td><td>Shoes</td></tr> <tr> <td>Goggles & masks</td><td>Uniforms</td></tr> <tr> <td>Gowns</td><td>Uniform allowance</td></tr> <tr> <td>Helmets</td><td></td></tr> </table>	Badges & Chevrons	Raincoats	Belts	Rubber boots	Gloves	Shoes	Goggles & masks	Uniforms	Gowns	Uniform allowance	Helmets	
Badges & Chevrons	Raincoats												
Belts	Rubber boots												
Gloves	Shoes												
Goggles & masks	Uniforms												
Gowns	Uniform allowance												
Helmets													
.14 Communications	This account includes the cost of telephone, telegraph and teletype services; radio and microwave services; and messenger services.												
.16 Election Expense	This account includes the costs of election notices, printing of ballots and contractual election services, rent of polling places and ballot boxes, pay of election officials and other election expenses.												
.18 Gasoline, Oil, and Fuel	This account includes the cost of fuel and oil used in the operation of motive equipment.												
.20 Insurance	This account includes the cost of insurance premiums for fire, burglary, public liability, collision, property damage, individual and blanket bonds, money and securities, boiler and forgery. Also includes periodic charges for self-insurance. Insurance premium dividends or refunds shall be credited to this account.												

HARBOR AND PORT DISTRICTS

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EXPENSES

<u>Account</u>	<u>Description</u>
<u>Operating Expenses (Continued):</u>	
<u>Objects (Continued):</u>	
.22 Memberships	This account includes the cost of memberships in societies, associations of officials, trade associations and other organizations.
.24 Office Expenses	This account includes the cost of office-type supplies and services. This includes: Accounting and report forms Books and manuals Envelopes, letterheads, postage Microfilm services P. O. box rental Small stapling, dating and numbering machines Subscriptions to magazines, clipping services, periodicals Wastebaskets
.26 Operating Supplies	This account includes the cost of supplies purchased for use in the operations which are not chargeable to another account.
.28 Contractual Services	This account includes the cost of services of a non-professional nature which are not properly chargeable to another account.
.30 Professional Services	This account includes the cost of professional services. This includes: Actuarial studies Appraisals Auditing and accounting Engineering services Fiscal agents' fees Management, salary surveys Outside defense counsel, legal services

HARBOR AND PORT DISTRICTS

EXPENSES

<u>Account</u>	<u>Description</u>
<u>Operating Expenses (Continued):</u>	
<u>Objects (Continued):</u>	
.32 Publication and Legal Notices	This account includes the cost of the publication of legally required notices and reports. This includes: <ul style="list-style-type: none"> Bids for purchases Bond sale notices Budgets Delinquent tax lists Employment opportunities Financial reports Ordinances Proceedings of governing body
.34 Rents and Leases	This account includes rents and leases paid for the use of land, structures and improvements and equipment. Include amounts paid under operating lease agreements.
.36 Repairs and Maintenance	This account includes the expenses of maintaining useful life of structures, improvements and equipment. This includes: <ul style="list-style-type: none"> Automotive supplies Contractual repairs, overhauls Radio repair services and supplies Repair parts Service contracts for maintenance Fire extinguisher refills Heating and cooling system repairs

EXPENSES

<u>Account</u>	<u>Description</u>																				
<u>Operating Expenses (Continued):</u>																					
<u>Objects (Continued):</u>																					
.38 Small Tools and Equipment	This account includes the cost of minor equipment of insufficient life or value to require classification as a fixed asset, and replacement parts of such tools and instruments. This includes:																				
	<table> <tr> <td>Bits</td><td>Lanterns</td></tr> <tr> <td>Calipers</td><td>Levels</td></tr> <tr> <td>Chisels</td><td>Oil cans</td></tr> <tr> <td>Cutters</td><td>Paint brushes</td></tr> <tr> <td>Drills</td><td>Picks</td></tr> <tr> <td>Flashlights</td><td>Reamers</td></tr> <tr> <td>Gauges</td><td>Screwdrivers</td></tr> <tr> <td>Hammers</td><td>Shovels</td></tr> <tr> <td>Handsaws</td><td>Tool boxes</td></tr> <tr> <td>Ladders</td><td>Welding equipment</td></tr> </table>	Bits	Lanterns	Calipers	Levels	Chisels	Oil cans	Cutters	Paint brushes	Drills	Picks	Flashlights	Reamers	Gauges	Screwdrivers	Hammers	Shovels	Handsaws	Tool boxes	Ladders	Welding equipment
Bits	Lanterns																				
Calipers	Levels																				
Chisels	Oil cans																				
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Hammers	Shovels																				
Handsaws	Tool boxes																				
Ladders	Welding equipment																				
.40 Travel and Meetings	This account includes the cost of:																				
	Gasoline used in travel Leased or rented vehicles Reimbursement for private car use Reimbursement for meals, lodging, conference expenses, bridge tolls, study material, train, bus, air fares; any other authorized travel expense																				
.42 Bad Debt Expense	This account includes accounts receivable estimated to be uncollectible based on a constant monthly charge or a percentage of revenues. A concurrent credit is made to account 106.00 - allowance for uncollectible accounts.																				

EXPENSES

<u>Account</u>	<u>Description</u>
<u>Operating Expenses (Continued):</u>	
<u>Objects (Continued):</u>	
.44 Utilities	This account includes the cost of: Coal & wood Electricity Heating and cooling supplies for buildings Natural gas, butane, fuel oil Refuse disposal Street lighting Water
.46 Other	This account includes all operating expenses not includible in objects .02 through .44.
<u>Other Operating Expenses</u>	
411.00 Depreciation and Amortization	This account includes periodic deprecia- tion and amortization chargeable to the district's operations.
412.00 Taxes	This account includes the amount of federal, state, county, municipal and other taxes, which are properly chargeable to district operations. This account shall be charged each month with the amount of taxes which are applicable thereto, and concurrent credits shall be made to 208.00. When it is not possible to determine the exact amount of taxes, the amount shall be estimated and the estimate for the period charged to the account, and adjustments shall be made as the actual tax levies become known.

EXPENSES

<u>Account</u>	<u>Description</u>
<u>Operating Expenses (Continued):</u>	
<u>Other Operating Expenses</u>	
412.00 Taxes (Continued)	Gasoline, sales and use taxes shall be charged as far as practicable to the account to which the material on which the tax levied is charged. Special assessments for street and similar improvements shall be included in the utility plant account in which the property with which the taxes are identified is included. Taxes applicable to construction shall be capitalized. Social Security and State Unemployment Insurance taxes shall be charged to object account .04 Employee Benefits.
413.00 Other Operating Expenses	This account includes all operating expenses not chargeable to any other operating account.
<u>Nonoperating Expenses:</u>	
420.00 Interest on Long-Term Debt	This account includes the amount of interest applicable to outstanding long-term debt issued or assumed by the district. NOTE: The long-term debt is included in Accounts 231.00 to 233.00 inclusive. An interest amount charged to this account shall be credited concurrently to Account 205.20.
421.00 Other Interest	This account includes all interest charges not provided for elsewhere, including interest on the following: Assessments for public improvements past due; Claims and judgments; Notes payable on demand or maturing one year or less from date of issue; Open accounts; Tax assessments past due

EXPENSESAccountDescriptionNonoperating Expenses (Continued):

422.00 Judgments & Damages

This account includes settlement of claims against the district for injury to persons and property.

423.00 Loss on Disposal of
Fixed Assets

This account includes a loss on the sale, retirement, or casualty of fixed assets measured by the difference in book value less the proceeds received from the sale, salvage, or insurance claims.

424.00 Other Nonoperating
Expenses

This account includes all nonoperating expenses which are not properly includible in accounts 420.00 through 423.00.